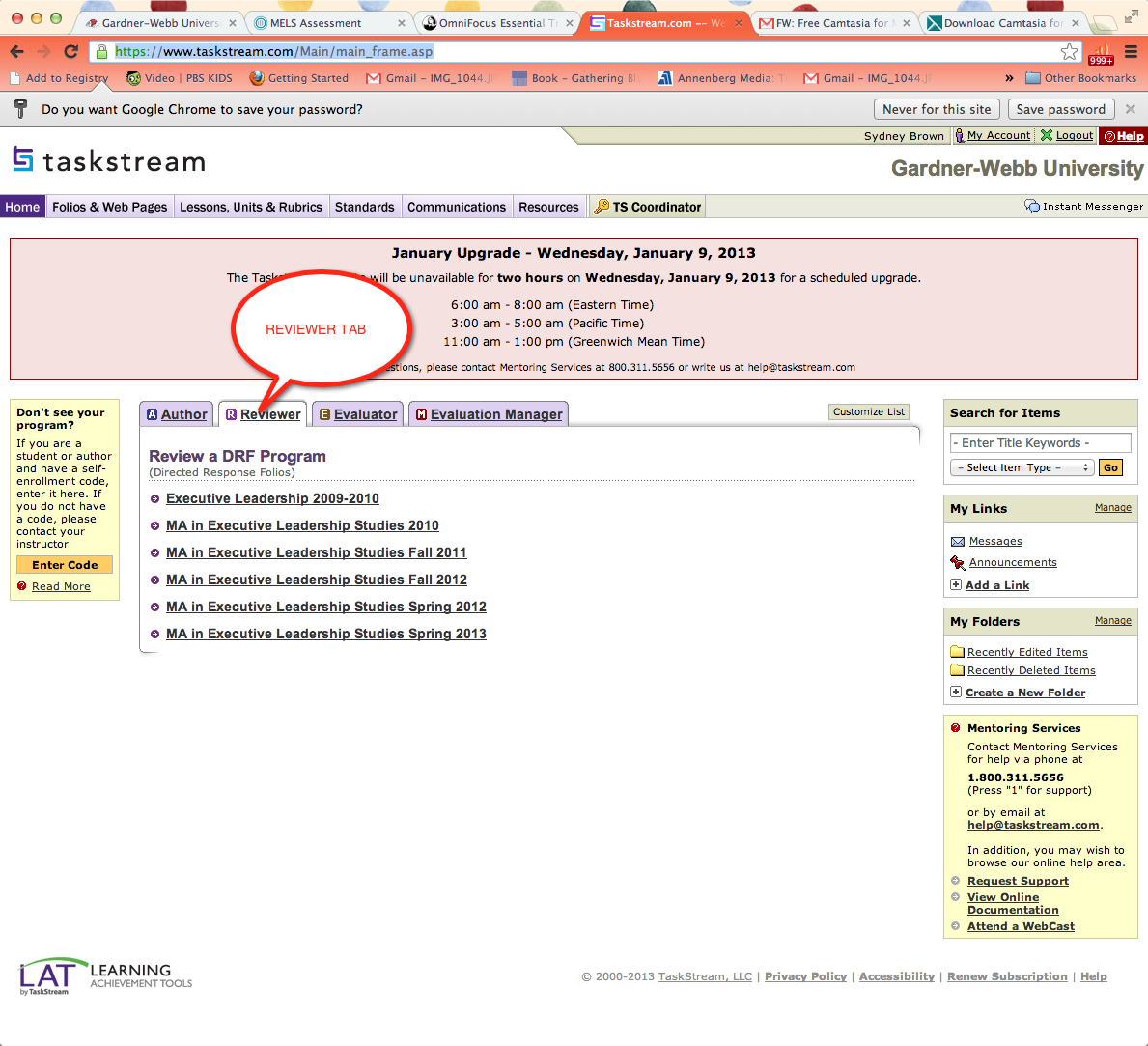
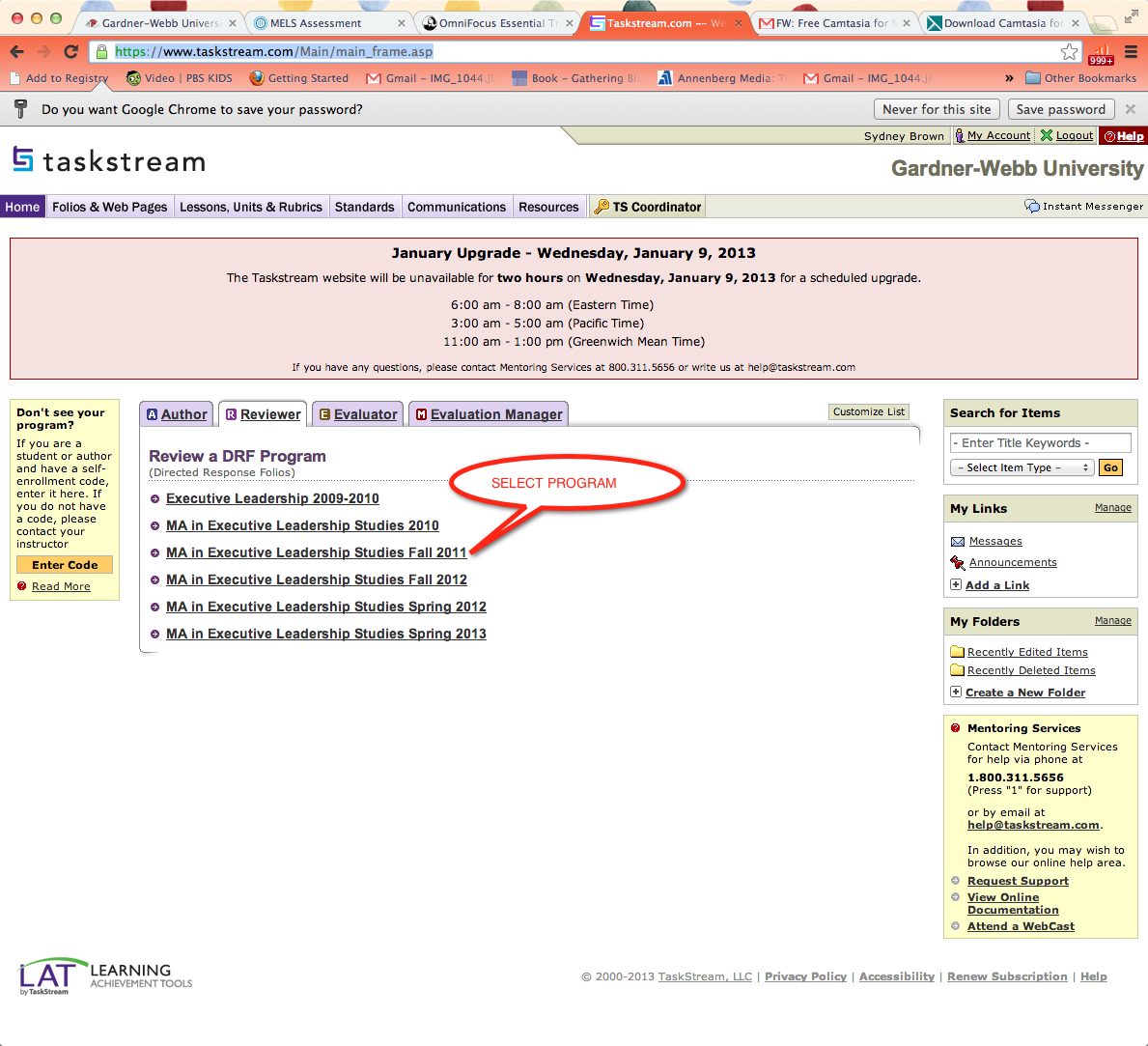
REVIEWING STEP-BY-STEP

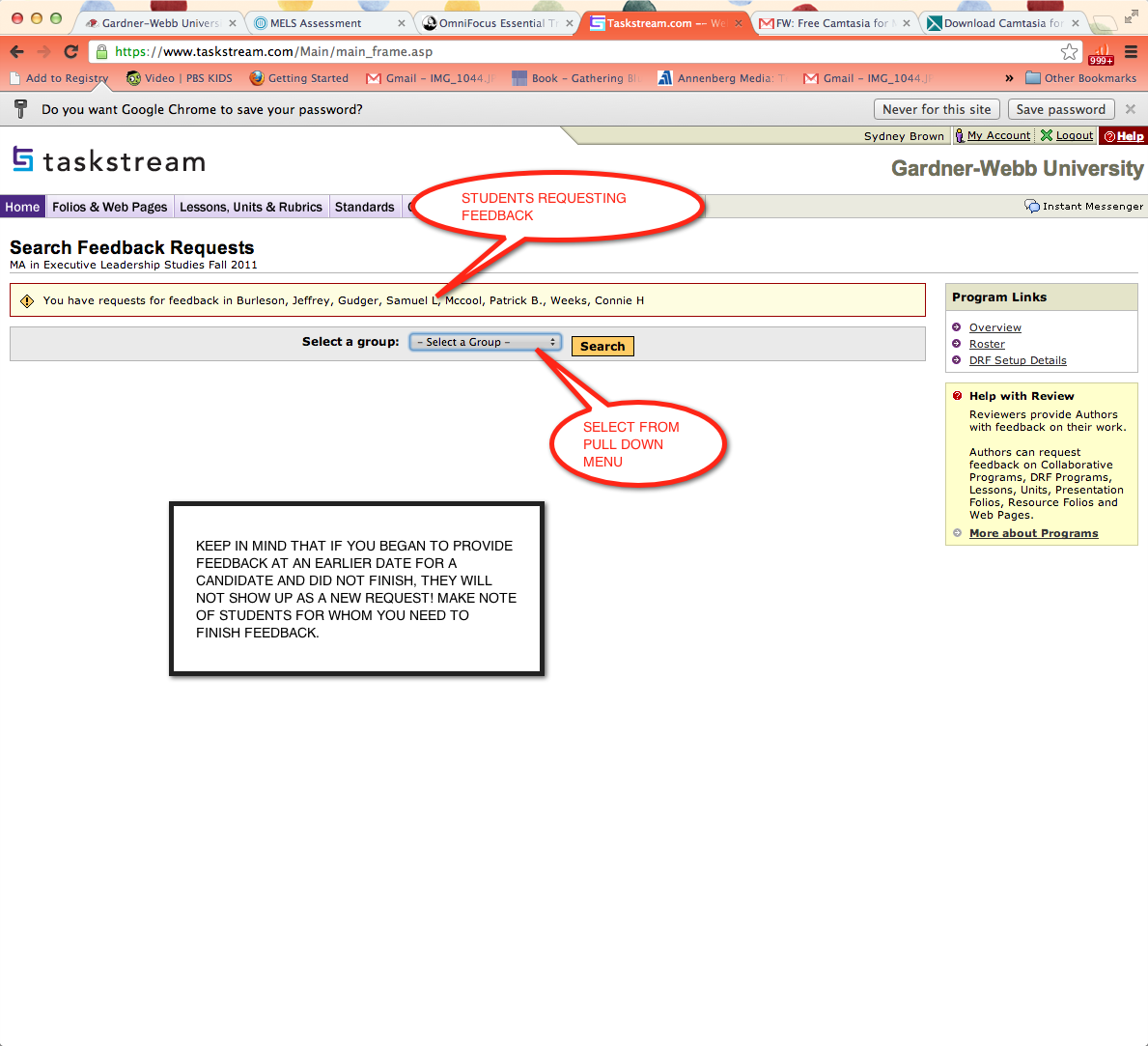
1. Log in to TaskStream and click on the reviewer tab.



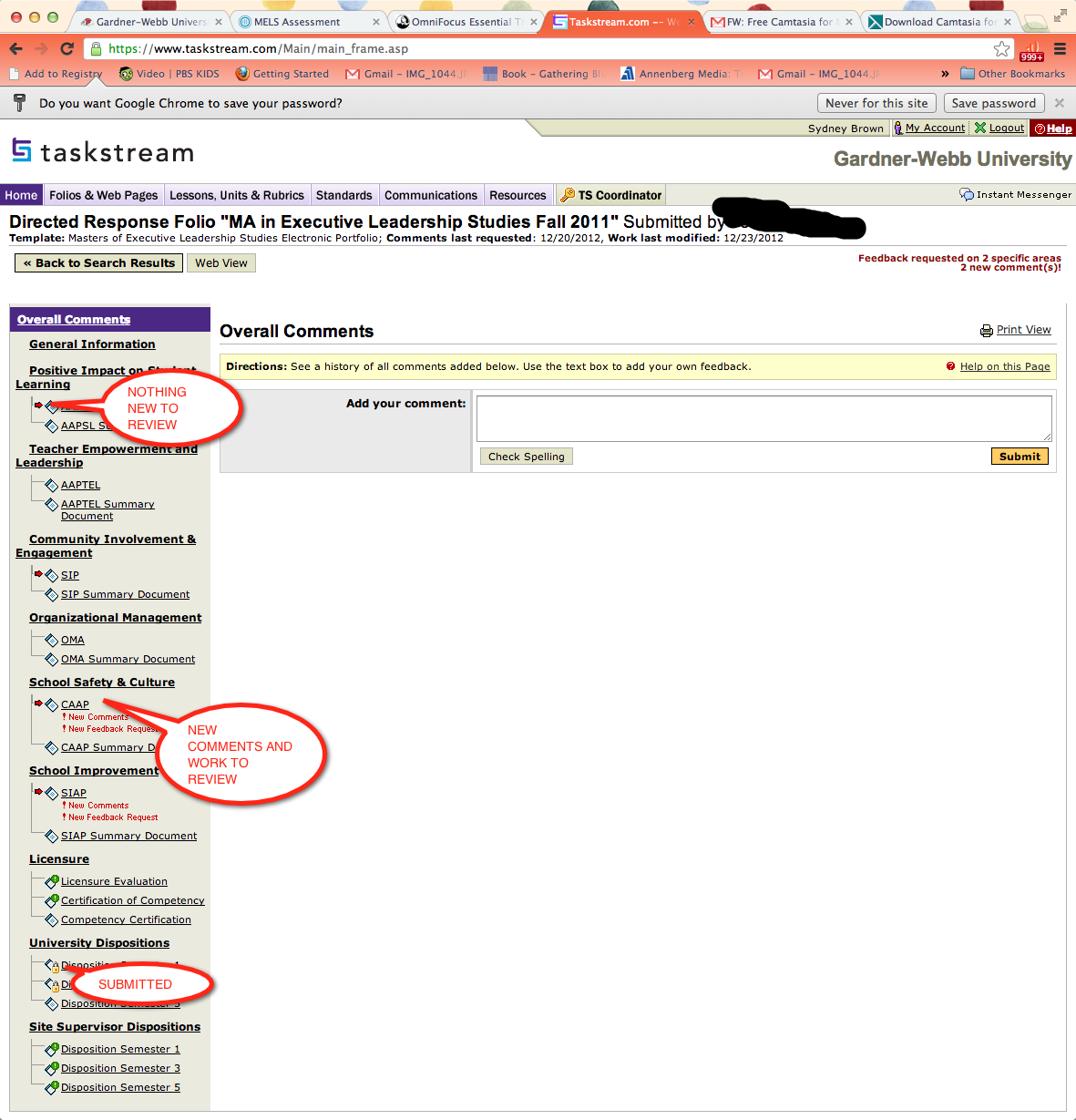
2. Select a program based on candidates’ entry date.



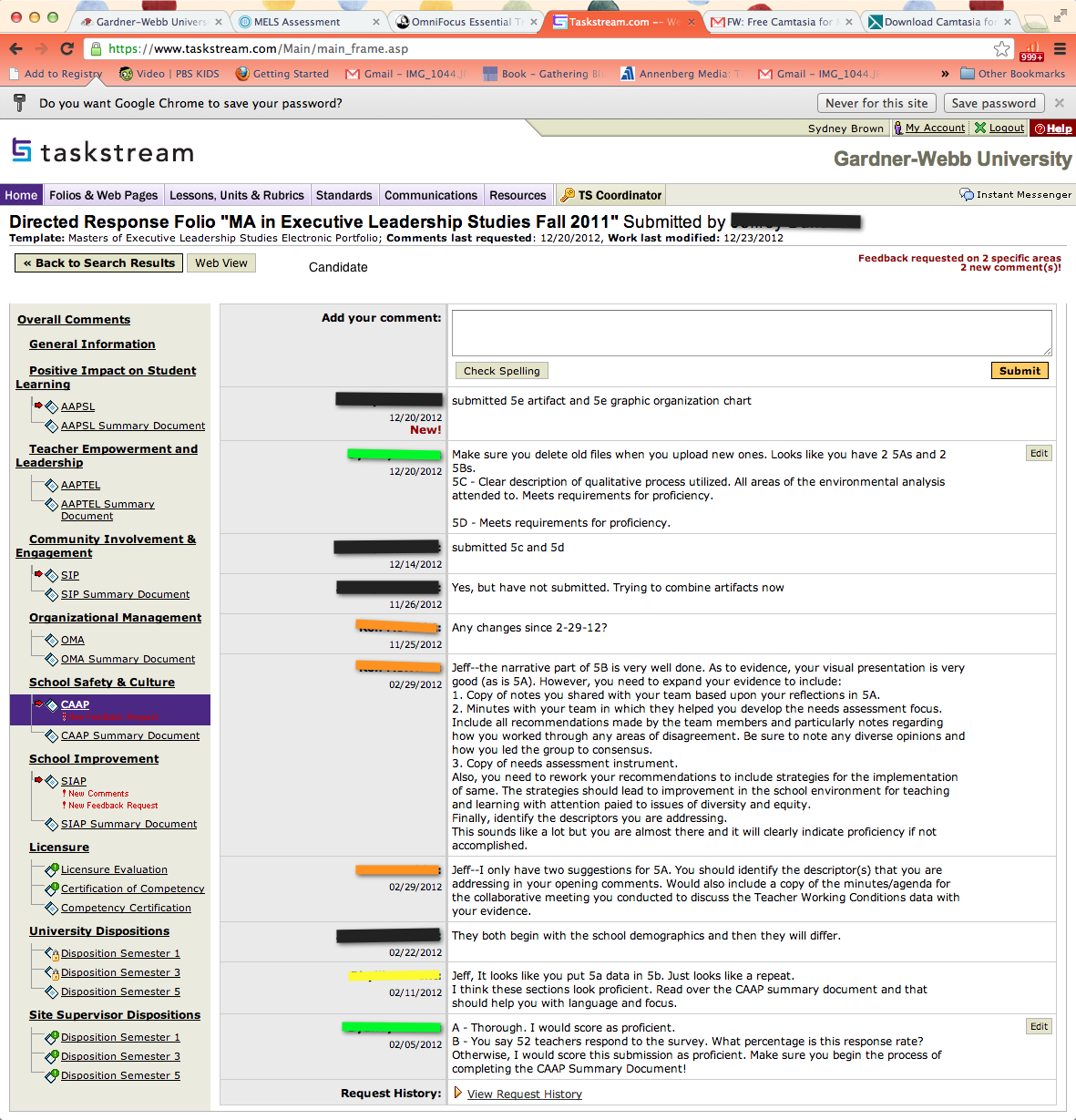
3. Select a candidate who has requested feedback.



4. Select work that needs review. Use the MELS handbook rubrics to guide your review and give substantive feedback.



5. Review candidates’ work and provide feedback and comments. Uploaded candidate files appear below request history.



The internship supervisor is the gatekeeper determining when a candidate should submit for evaluation. The internship supervisor and other reviewers should also check candidate work to determine whether work on descriptor summaries (how and where descriptors have been met) has been completed. The descriptor summary form should be reviewed BEFORE a candidate is told to submit an artifact for evaluation. The comments section is an ideal forum to remind candidates to begin work on this form.